**Introduction**
This guide explains how to register a journal to correct coding errors in the General Ledger (GL). These arise when something has been posted to the wrong account or sub-project.

**Audience**
Budget holders and other staff in schools and departments who have budget management responsibilities.

**Workflow**
This diagram shows the journal registration workflows:

**Research Office journals (initiated by Schools):**
- Budget holder or administrator
  - Submits R3 journal registration
- Research Office Post-award Team
  - Approves journal registration
- Head of Research Office
  - Approves journal registration (secondary approval if value >£10K)

**Management Accounts journals:**
- Budget holder or administrator
  - Submits R1 journal registration
- Assistant Management Accountant
  - Approves journal registration
- Management Accountant
  - Approves journal registration

**Step | Action**
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1. | From the main menu select **Accounting** then **General Ledger > Registration of GL transactions**.
2. | In the **Posting cycles** pop-up window, select the appropriate journal type:
  - If the journal relates to an externally-funded research project or a College-led consultancy project, select **R3 (School Research initiated journal)**. These journals route to the Research Office for approval.
  - For all other journals select **R1 (School & PS initiated journal)**. These journals route to Management Accounts.
The Registration of GL transactions window opens.

3. In the Transaction section the Period defaults to the current accounting period, and the Transaction date to today’s date. There is no need to change these.

4. In the Transaction details section enter the first line (the account or sub-project the charge is being moved FROM)

   a. Account – enter code or type ahead and tab out.
   b. SubProject – enter code or type ahead and tab out. The Cost centre, Project code and Cat7 (Legal entity) are auto-populated.
   c. Detail – select a category if obvious, otherwise leave as General

5. d. Description – explain why you are requesting the journal. The description is recorded in the General Ledger so needs to be meaningful. Avoid statements like “as discussed”.
   e. Value date – same as the transaction date, leave as is.
   f. Currency – change if needed
   g. Tax code – leave as is
   h. Tax scheme – leave as is
   i. Posted amount – as we are moving money FROM a budget, post as a minus amount
6. Click **Add** to add a second line

   ![Add, Delete, Balance Trans., Copy Description Buttons]

7. Enter the second line (the account or sub-project the charge is being moved TO)

   ![Transaction Details Table]

   **Posted amount** – as we are moving money TO this budget, post as a **plus** amount.

8. To save re-typing the description on line 2, click on anywhere on line 1 then click **Copy description**

   ![Add, Delete, Balance Trans., Copy Description Buttons]

9. The two lines in the transaction should balance

   ![Posted Amount: -18,567.00, 18,567.00]

10. Click the **Documents** icon to attach any supporting documentation (e.g. email conversation justifying the request).

What happens next?
The transaction goes into workflow:

- An R1 journal is routed to Management Accounts in Finance for approval.
- An R3 journal is routed to the Research Office Post-award Team for approval. If the journal is over £10,000 it then goes to the Head of the Research Office for secondary approval.

If a journal is rejected it will come back to you to amend and re-submit, or abort.
To view the journal workflow enquiry

### Step 1: Action
1. From the main menu select **Reports** then **Global reports>Accounting>Journal Workflow Enquiry**.

![Global reports menu](image)

### Step 2: Action
2. Click **Search** to retrieve all the GL transactions in workflow.

### Step 3: Action
3. Filter on transaction ID (TransNo) and click **Search**.

![Filter results](image)

### Step 4: Action
4. The two lines in the transaction are displayed.

![Transaction details](image)

### Step 5: Action
5. Click the **Workflow status** link to view the workflow map.

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**Where to go for help**

For R1 journals, submit an ASK (Finance info>query relating to **Journals/Accounting**).

For R3 journals, submit an ASK (Research Grants/awards/costings>query relating to Research Grant post-award grant/Grant **budget/accounting**).